



**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600**

ARMY BULLETIN NO. 18

15 April 2005

**SUBSISTING OF MILITARY PERSONNEL AT THE NATIONAL GUARD TRAINING
CENTER, SEA GIRT, NEW JERSEY**

1. Reference; Army Bulletin No. 25, NJDMAVA, dated 9 April 2003, SUBJECT: Utilization of Catered Meals.
2. Effective, 1 May 2005, all NJARNG units training at the National Guard Training Center, Sea Girt, New Jersey, excluding the 250th FSB, NJARNG, will be provided Class A subsistence support by the post dining facility, operated by contract vendor personnel.
3. Commanders of military units utilizing the post dining facility will ensure that standard headcount procedures are accomplished in accordance with AR 30-22. A head counter will be provided to the dining facility by each individual unit with separate DA Form 3032, Signature Headcount Sheet, enclosure 1, for each Class A meal subsisted by the dining facility. Military personnel will present their military identification card for review and sign the DA Form 3032, Signature Head Count Sheet, provided by their unit. Officer and AGR personnel may eat at the facility if they so desire (AR 30-22; (4) (b) (1)), however, they will not sign the enlisted DA Form 3032. Officer and AGR personnel will sign a separate DA Form 3032, Signature Headcount Sheet, provided by their unit, to maintain accountability of all personnel subsisted by the dining facility. In accordance with AR 30-22; 3-41, d., utilization of Cash Meal Sheet, DA Form 1544 is not required and all Officer, AGR soldiers, civilians or guests, will pay the cash cost of the meal, directly to the dining facility vendor.
4. Units will forecast subsistence requirements, by submitting DA Form 5913, Strength and Feeder Report (Request), enclosure 2, to their MSC S4, NLT ninety (90) days prior to date of consumption. MSC S4 will forward the request through the J4-FS to the post dining facility, ATTN: Director of Purchasing. Units will submit copies of DA Form 3032, Signature Headcount Sheets and DA Form 5913, Strength and Feeder Report (Report), enclosure 3, for all Class A subsistence provided by the dining facility, directly to the J4-FS, NLT five (5) days after completion of scheduled training activities.
5. POC for additional information or guidance is CW2 John S. Garrison, J4-FS, (609) 562-0281.

OFFICIAL:

STEPHEN J. HINES
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A2, B, C

SIGNATURE HEADCOUNT SHEET					
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
1. ORGANIZATION				2. DATE (YYYYMMDD)	
3. MEAL <input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Dinner <input type="checkbox"/> Holiday		4. SERVICE COMP	5. DINER CATEGORY <input type="checkbox"/> Common Service _____ <i>(Specify)</i> <input type="checkbox"/> Permanent <input type="checkbox"/> Reimbursement _____ <i>(Central Billing)</i> <input type="checkbox"/> DFAS Action <input type="checkbox"/> Other _____		
No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
1.			23.		
2.			24.		
3.			25.		
4.			26.		
5.			27.		
6.			28.		
7.			29.		
8.			30.		
9.			31.		
10.			32.		
11.			33.		
12.			34.		
13.			35.		
14.			36.		
15.			37.		
16.			38.		
17.			39.		
18.			40.		
19.			41.		
20.			42.		
21.			43.		
22.			44.		

DA FORM 3032, JUL 2002 DA FORM 3032, AUG 1986, MAY BE USED. Page 1 of 2
USAPA V1.00

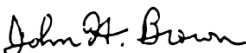
No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
45.			65.		
46.			66.		
47.			67.		
48.			68.		
49.			69.		
50.			70.		
51.			71.		
52.			72.		
53.			73.		
54.			74.		
55.			75.		
56.			76.		
57.			77.		
58.			78.		
59.			79.		
60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		

8. REMARKS:

9a. HEADCOUNT SIGNATURE AND RANK

9b. FOS SIGNATURE AND RANK

USA - Active Army
 USAR - U.S. Army Reserve
 ARNG - Army National Guard
 ROTC - Reserve Officer Training Corps
 USN - U.S. Navy, Active
 USNR - U.S. Navy, Reserve
 USMC - U.S. Marine Corps, Active
 USMCR - U.S. Marine Corps, Reserve
 USAF - U.S. Air Force, Active
 ANG - Air National Guard
 USAFR - U.S. Air Force, Reserve
 MAP - Military Assistance Program
 LS - Labor Service Personnel
 KATUSA - Korean Augmentation to U.S. Army
 F - Foreign Military Personnel

STRENGTH AND FEEDER REPORT				
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
1. UNIT/ORGANIZATION HHC, 1-113th IN BN, NJARNG		2. TO NGTC Dining Facility Sea Girt, New Jersey		3. DATE (YYYYMMDD) 20050401
4. REPORT DATES (YYYYMMDD)	20050714	20050715		5. X REQUEST REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (Active)				
U.S. AIR FORCE (Active)				
U.S. NAVY (Active)				
U.S. MARINES (Active)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	125	125		
10. REMARKS:				
<div style="display: flex; justify-content: space-around;"> <div> 14 Jul 05 B - L A-Ration D - </div> <div> 15 Jul 05 B - L A-Ration D - </div> </div>				
Class A subsistence support.				
11a SIGNATURE  John H. Brown		11b RANK CPT	11c. DATE (YYYYMMDD) 20050401	

DA FORM 5913, JUL 2002

DA FORM 5913-R, JUN 1990, IS OBSOLETE

Strength and Feeder Report (Request), at the unit level.

Enclosure 2

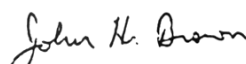
Instructions for Preparing Strength and Feeder Report (Request) at Unit Level

Commander's requiring Class A subsistence support by the National Guard Training Center, Sea Girt, New Jersey, will prepare and submit DA Form 5913 (Request), NLT ninety (90) days, prior to scheduled IDT or AT training period. The form will identify by day, number of Subsistence in Kind (SIK) present for duty strength (PDS) soldiers, by Service component, requiring subsistence support. Requesting unit prepares request in five (5) copies, maintaining one (1) copy and forwarding the original with three (3) copies to the MSC S4. MSC S4 forwards the original with two (2) copies to J4-FS. J4-FS forwards the original copy to the post dining facility.

- 1. Unit/Organization:** Enter official unit designation.
- 2. To:** NGTC Dining Facility, ATTN: Director of Purchasing, Sea Girt, New Jersey.
- 3. Date:** Date form is prepared.
- 4. Report Dates:** Enter date (YYYYMMDD) of unit training period by day. Date in first column will coincide with first day of subsistence support.
- 5. Request/Report:** Check request box.
- 6. Personnel present for duty by service component:** Enter on each appropriate line, number of unit SIK personnel participating in scheduled training. This figure will not include officers, enlisted AGR soldiers, civilians or guests..
- 7. Supported Units:** When required, enter unit designation and anticipated SIK strength for each unit requiring subsistence support.
- 8. Meals sold for cash:** Not utilized, leave blank.
- 9. Grand Total:** Add lines 6 & 7. This figure is the total anticipated unit subsistence support requirement.
- 10. Remarks:** Enter information that will assist dining facility in providing subsistence requirements, such as day by day feeding plan, use of insulated food transporters to feed on site, etc.
- 11a. Signature:** Only commander or acting commander from requesting unit signs form.
- 11b. Rank:** Commander signing form enters his rank.
- 11c. Date:** Enter date form is signed.

Notes:

1. Daily subsistence requirements will be submitted for each day of Annual Training.
2. Entries on line 7 are only required when primary unit consolidates subsistence requirements for supported units.
3. Officers, enlisted AGR soldiers, civilians or guests, pay cash cost of the meal, directly to the dining facility vendor.

STRENGTH AND FEEDER REPORT				
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
1. UNIT/ORGANIZATION		2. TO JFHQ-NJ, ATTN: J4-FS Fort Dix, New Jersey		3. DATE (YYYYMMDD)
HHC, 1-113th IN BN, NJARNG				20050715
4. REPORT DATES (YYYYMMDD)	20050714	20050715		5. REQUEST X REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (Active)				
U.S. AIR FORCE (Active)				
U.S. NAVY (Active)				
U.S. MARINES (Active)				
ARNG	125	124		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	125	124		
10. REMARKS:				
15 Jul 05 - one (1) soldier returned to home station due to personal emergency.				
Class A subsistence support.				
11a SIGNATURE		11b RANK	11c. DATE (YYYYMMDD)	
 John H. Brown		CPT	20050715	

DA FORM 5913, JUL 2002

DA FORM 5913-R, JUN 1990, IS OBSOLETE

Strength and Feeder Report (Report), at conclusion of training.

Enclosure 3

Instructions for Preparing Strength and Feeder Report (Report) at Unit Level upon conclusion of Training

Commander's provided Class A subsistence support by the dining facility, National Guard Training Center, Sea Girt, New Jersey, will prepare and submit DA Form 5913 (Report) to the J4-FS, NLT five (5) days, after completion of scheduled training activities. The report will identify by day, number of Subsistence in Kind (SIK) soldiers, by Service component, subsisted by the dining facility. Unit prepares report in five (5) copies, maintaining one (1) copy and forwarding the original with three (3) copies to the J4-FS. J4-FS provides a copy to both the MSC S4 and the post dining facility.

1. **Unit/Organization:** Enter official unit designation.
2. **To:** JFHQ-NJ, ATTN: J4-FS, 3650 Saylors Pond Road, Fort Dix, New Jersey 08640-7600.
3. **Date:** Date form is prepared.
4. **Report Dates:** Enter date (YYYYMMDD) of unit training period by day. Date in first column will coincide with first day of subsistence support.
5. **Request/Report:** Check report box.
6. **Personnel present for duty by service component:** Enter on each appropriate line, number of unit SIK personnel subsisted during scheduled training. This figure will not include officers, enlisted AGR soldiers, civilians or guests.
7. **Supported Units:** Enter unit designation and number of SIK soldiers subsisted, for each unit provided subsistence support.
8. **Meals sold for cash:** Not utilized, leave blank.
9. **Grand Total:** Add lines 6 & 7. This figure is the total unit subsistence support provided.
10. **Remarks:** Enter information that will clarify data entered on the report, such as the reason for the difference between total number of soldiers requiring subsistence and actual number of soldiers subsisted.
- 11a. **Signature:** Only commander or acting commander from requesting unit signs form.
- 11b. **Rank:** Commander signing form enters his rank.
- 11c. **Date:** Enter date form is signed.

Notes:

1. Daily subsistence reports will be submitted for each day of Annual Training.
2. Entries on line 7 are only required when supported units are subsisted by the post dining facility.